

CFDA No. 45.024
NEAPS1004

Program Solicitation: *Project: 20/20*

Proposal Receipt Deadline: June 4, 2010

The Arts Endowment requires organizations to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your proposal no later than 11:59 p.m. on the deadline date above. We strongly recommend that you **submit at least 10 days in advance of the deadline** to give yourself ample time to resolve any problems that you might encounter.

Background

Project: 20/20 is an international initiative designed to enhance cultural exchange, understanding, and collaboration through the screening of films from the U.S. and abroad, with the participation of the U.S. and foreign filmmakers. This project is supported jointly by the National Endowment for the Arts (NEA), the National Endowment for the Humanities (NEH), and the Institute of Museum and Library Services (IMLS), in cooperation with the President's Committee on the Arts and the Humanities (PCAH).

For the last four years, *Project: 20/20* has supported the presentation of contemporary independent films, and related outreach activities, both here and abroad. U.S. and foreign films and filmmakers are paired for each screening, creating new experiences for audiences and increasing exposure for important contemporary work. Domestically and internationally, *Project: 20/20* offers communities access to film and filmmakers they might not otherwise have the opportunity to encounter. The films and the interaction between filmmakers and audiences have also helped to bridge cultural differences, revealing how many aspirations and values people from different cultures share. For U.S. embassies, in particular, the program has proven to be an invaluable tool for reaching out to and engaging communities they do not otherwise reach. The program's success has generated more demand for its films than can be met.

To date, *Project: 20/20* has supported touring by 32 filmmakers from 15 countries, who together have made visits to 18 countries and 18 U.S. cities as cultural ambassadors. They have presented their films to audiences at festivals, museums, and local cinemas; engaged directly with audiences through screenings and question and answer sessions; taught master classes; participated in panel discussions at film schools and universities; and reached out to the public through a variety of forums.

The Arts Endowment seeks to support the continuation of *Project: 20/20* and its cultural exchange activities. In collaboration with its partners – PCAH, NEH, and IMLS – the NEA also plans to raise the profile of the program, expand its reach, and improve its ability to serve as a platform for promoting international understanding and collaboration through the arts and humanities.

NOTE: For the past four years, this project has been called *Project: 20/20*, and it is referred to as such throughout this Program Solicitation. However, this name may change under the new Cooperative Agreement.

Scope of Work

The purpose of this Program Solicitation is to select an organization (Cooperator) to carry out this project. The Cooperator will work closely with the NEA Project Director on all aspects of this project. In brief, the Cooperator will:

- 1) Implement *Project: 20/20* during 2010-2011 both in the United States and abroad. Participating films and filmmakers for this period will have been selected by the start of this Cooperative Agreement; the NEA Project Director will provide the Cooperator with information on these selections.
- 2) Work with the NEA and its partners to plan a launch and orientation event for new filmmakers (from the U.S. and abroad) and U.S. presenters who will be participating in the program during 2010-11. Implement the approved plans.
- 3) Develop and implement a media and public information strategy designed to increase awareness of and expand audiences for *Project: 20/20* both in the U.S. and abroad.
- 4) Facilitate and help with the coordination of a showcase of *Project: 20/20* films and filmmakers in Washington, DC.
- 5) Ensure that filmmakers participating in *Project: 20/20* during 2010-11 make all necessary visa and travel arrangements.
- 6) Solicit recommendations on films and filmmakers for subsequent cycles of *Project 20/20*. Provide recommendations for the 2011-12 cycle to the NEA, which will collaborate with the other partners in making the final selections.
- 7) Document and evaluate *Project: 20/20* during 2010-11.

Detailed Requirements

In carrying out this project, the Cooperator, in consultation with the NEA Project Director, will:

- 1) Work with the NEA Project Director to refine the details and schedule of all components of this project.
- 2) Hire a *Project: 20/20* producer and coordinator who will be integrally involved in carrying out the responsibilities of the Cooperator as detailed in this section. The NEA Project Director may recommend candidates and will approve the selection of individuals for these two positions. The Cooperator will be responsible for providing office space and all appropriate administrative support.
- 3) Plan, and once plans are approved by the NEA Project Director, implement all aspects of *Project: 20/20* programming in the United States. This will include identifying approximately six geographically diverse venues, which may include film festivals, institutions of higher education, museums, libraries, or other appropriate locales. These venues will be chosen based on their ability: to ensure that *Project: 20/20* participants are able to interact with broad audiences while showcasing their films; to develop outreach activities; to generate media coverage for *Project: 20/20*; and to provide appropriate logistical support for the filmmakers and programming.
- 4) Plan, and once plans are approved by the NEA Project Director, implement all aspects of *Project: 20/20* international program activity. This will include identifying a list of proposed countries, with presenters and venues, that can maximize the impact of *Project: 20/20* overseas. Approximately six countries may be chosen based on their ability: to ensure that *Project: 20/20* participants are able to interact with broad audiences while showcasing their films; to develop outreach activities; to generate media coverage for *Project: 20/20*; to provide appropriate logistical support for the filmmakers and programming; and to ensure the Cooperator staff's ability to travel abroad to assist with overseas implementation.
- 5) Plan, and once plans are approved by the NEA Project Director, implement a launch and orientation session for filmmakers (from the U.S. and abroad) and new U.S. presenters of *Project: 20/20*, highlighting the goals and objectives of the program. It is anticipated that this would be a two- or three-day session, with screenings of selected films, involving up to a dozen filmmakers (half from the U.S.; half from abroad) and approximately six representatives of U.S. presenters.
- 6) In consultation with the NEA Project Director and the NEA Public Affairs Office, develop and, once approved by the NEA, implement a media, public information, and outreach strategy. This strategy should target both national and local media markets in each of the countries participating in *Project: 20/20* and provide

opportunities to extend the reach of *Project: 20/20* programs. This will include the development of materials for print, Web, and other media, and support for a Web-based presence to connect *Project: 20/20* artists to each other and to audiences.

- 7) Ensure that filmmakers participating in any of the events above make all necessary visa arrangements and travel plans. The Cooperator is responsible for paying for all travel costs (excluding visa costs which are unallowable).
- 8) Facilitate efforts of the President's Committee on the Arts and the Humanities, the NEA, and the others partners to engage a DC-based organization to produce a *Project: 20/20* program showcase in Washington, DC. Help with event coordination and provide support for the participation of approximately six filmmakers (half from the U.S.; half from abroad).
- 9) Coordinate and provide all necessary support for a process to identify and select films for the 2011-12 cycle of this program. The Cooperator will seek opinions from experts in the media field including individuals recommended by PCAH, NEA, and the other partners. The Cooperator will provide a slate of potential films and filmmakers to the NEA, which will consult with the other partners to select final candidates. The Cooperator is responsible for making initial contact with these candidates to check on their availability and interest in participating. Final selections will be made by the NEA and its partners.
- 10) Discuss documentation and evaluation plans with the NEA Project Director and the NEA's Office of Research & Analysis, and carry out the approved plans. It is anticipated that this will include:
 - Collecting data on the foreign and domestic reception of *Project: 20/20*, including media impressions, pictures, evaluations, audience participation figures, media clips and other materials related to the program.
 - Shooting footage of *Project: 20/20* visits, where necessary to supplement existing material, and providing post-production support for a highlight reel. The Cooperator is responsible for securing, in writing, all necessary rights and clearances. (The Cooperator must consult with the NEA's Office of General Counsel to make certain that the clearances secured meet the Endowment's needs.)
 - Seeking input from *Project: 20/20* participants, including filmmakers, audience members, venues, and in the case of screenings and related activities abroad, diplomatic posts. Compiling and analyzing this information to help identify program strengths and weaknesses.
 - Making recommendations that will enhance the planning and implementation of future activities.

- 11) No later than 90 days after the completion or termination of the Cooperative Agreement, submit to the NEA's Grants & Contracts Office/Cooperative Agreement Section and to the NEA Project Director, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425.

Responsibilities of the NEA Project Director

The NEA Project Director for this Cooperative Agreement will be the Director of Media Arts, who in conjunction with PCAH, NEH, and IMLS, will:

- 1) Work with the Cooperator to refine the project plans and schedule.
- 2) Provide the Cooperator with a clear description of NEA's expectations regarding the skill sets required for the individuals to be hired as the *Project: 20/20* producer and coordinator. The Project Director may recommend candidates and will approve the final selections.
- 3) Provide the Cooperator with the slate of films and filmmakers selected to participate in *Project: 20/20* during 2010-11.
- 4) Review and approve plans for implementing *Project: 20/20* during 2010-2011, both in the U.S. and abroad.
- 5) Review and approve plans for the launch and orientation of *Project: 20/20* filmmakers (from the U.S. and abroad) and new U.S. presenters. Participate in this orientation as available and appropriate.
- 6) Review and approve plans for the media, public information, and outreach strategy for *Project: 20/20* in consultation with the NEA's Public Affairs Office.
- 7) Work with the other partners to engage a DC-based organization to produce a *Project: 20/20* program showcase in Washington, DC. Participate in this event as available and appropriate.
- 8) Provide the Cooperator with recommendations on individuals whose opinions might be sought on potential films and filmmakers for the next cycle of *Project: 20/20*. In collaboration with the other partners, make the final selections.
- 9) Work with the Cooperator and the NEA's Office of Research & Analysis on, and give final approval to, documentation and evaluation plans.
- 10) Act as liaison between the Cooperator and any other NEA staff (e.g., International Activities, Public Affairs Office, General Counsel) that might be involved in this project.
- 11) Act as liaison between the Cooperator and the other partners (PCAH, NEH, and IMLS) involved in this project.

Tentative Schedule

The schedule below is a very general, tentative schedule only. The Arts Endowment will work with the Cooperator to refine dates as the Cooperative Agreement is developed.

September 1, 2010	Earliest start date for period of support.
September, 2010	Cooperator refines project plans with NEA.
October, 2010	Cooperator provides plans for orientation and launch event for new filmmakers and presenters to NEA for approval.
October, 2010	Cooperator provides plans for <i>Project: 20/20</i> programming in the U.S. and abroad to NEA for approval.
November, 2010	Cooperator presents media and public information strategy to NEA for approval.
Winter – Spring, 2011	Cooperator seeks opinions on films and filmmakers for successive cycles; provides recommendations to NEA for final selection by the partners.
Fall, 2010-Summer, 2011	Implementation, documentation, and evaluation of all program components.
September 30, 2011	Period of Support ends.
December 31, 2011	Cooperator's final report due to NEA.

Award Information

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to \$400,000.

The Cooperator must provide nonfederal matching funds of at least \$200,000. Matching funds in excess of this minimum are encouraged.

An organization may not receive more than one Arts Endowment award for the same project during the same or an overlapping period of support.

Period of Support

This Cooperative Agreement will begin no earlier than September 1, 2010, and may extend through September 30, 2011.

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. To be eligible, the applicant organization must:

- Meet the Arts Endowment's "**Legal Requirements**" at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.
- Have at least a three-year history of presenting works of film to the public.

How to Prepare and Submit an Application

Organizations are required to submit their applications electronically through Grants.gov, the federal government's on-line application system. **The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on June 4, 2010.** We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

All applicants must be registered with Grants.gov in order to submit their application. Organizations that are not already registered should allow at least two weeks to complete this multi-step process.

Step-by-step instructions for registering are available at **Get Registered**. If you have problems registering, call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at **Applicant Help**. The Grants.gov Contact Center is available 24 hours a day, seven days a week.

If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply.

See "How to Prepare and Submit an Application" on pages 11-18 for further instructions.

Application Review

Proposals will be reviewed on the basis of the following criteria.

The **artistic excellence** of the project, which includes the:

- Quality of the services that the Cooperator will bring to this project.

The **artistic merit** of the project, which includes the:

- Potential impact on participating artists and audiences.
- Potential to enhance cultural diplomacy through international exchange, understanding, and collaboration.
- Applicant's knowledge of and experience with a broad range of contemporary films both foreign and domestic.
- Applicant's experience with filmmakers, screenings, and community outreach programming.
- Applicant's experience with cross-cultural exchange.
- Strategy to promote the program.
- Plans for documenting and evaluating the program.
- Likelihood that the project will achieve the identified outcome(s) and the feasibility of the proposed performance measurements.*
- Ability to carry out the project including the appropriateness of the budget, the potential to provide nonfederal matching funds in excess of the \$200,000 required minimum, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.

- * The Arts Endowment, along with other federal agencies, collects information on the projects it funds in order to track the results – or outcomes – of its activities. This information is compiled and reported to Congress and the public. The outcome the Arts Endowment intends to achieve through *Project: 20/20* is: *Artists and arts organizations have opportunities to create, interpret, present, and perform artistic work.* Within the context of this outcome, we ask all applicants to define what they would like to achieve, how they will assess the degree to which it is achieved, and, upon completion of the project, what they have learned from their successes and failures.

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all grant awards. It is anticipated that applicants will be notified of award or rejection in July, 2010.

Award Administration

Travel Policy

Travel costs -- including lodging, meals, and incidental expenses -- must be reasonable and allowable in accordance with the Cost Principles contained in OMB Circulars A-122, A-21, or A-87 (and found in title 2 CFR, sec. 230, 220, and 225, respectively) as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (The selected organization must submit a copy of this policy, if it exists, to the Arts Endowment Grants & Contracts Office before a Cooperative Agreement can be finalized.)
- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or matching funds can be used to support federal staff travel.

When federal funds are used for foreign travel, such travel must be booked on a U.S. air carrier or a foreign air carrier under an air transport agreement with the U.S. when such service is available. Details can be found in the NEA's General Terms and Conditions referenced below.

NOTE: The Arts Endowment does not fund expenditures that are related to compensation to foreign nationals and artists traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Asset Control. For further information, see <http://www.treas.gov/offices/enforcement/ofac/> or contact the Arts Endowment's Grants & Contracts Office at grants@arts.gov.

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts, the National Endowment for the Humanities, the Institute of Museum and Library Services, and the President's Committee on the Arts and the Humanities in its programs and related promotional material including publications and Web sites. The Arts Endowment may provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The Arts Endowment may enter into subsequent Cooperative Agreements with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process.

General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#).

Agency Contacts

If you have questions about programmatic requirements, contact:

Ted Libbey
Director of Media Arts
202/682-5755
libbeyt@arts.gov

If you have questions about award administration, contact:

Nicki Jacobs
NEA Grants & Contracts Officer
202/682-5403
jacobsn@arts.gov

[REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the Arts Endowment. Call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at [Applicant Help](#). The Grants.gov Contact Center is available 24 hours per day, seven days a week.]

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 20 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving its Program Solicitations and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 621, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. NOTE: Applicants are not required to respond to this collection of information unless it displays a currently valid U.S. Office of Management & Budget (OMB) control number.

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OMB No. 3135
Expires 11/30/2010

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The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on June 4, 2010. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. The Arts Endowment will not accept late applications. In addition, you may have a better experience if you submit outside of Grants.gov's hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.

Register or Renew/Verify Your Registration with Grants.gov

It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov. This includes registration with the Central Contractor Registration (CCR), where your organization's information must be renewed annually. **Finalize a new or renew an existing registration at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise with Grants.gov or CCR. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's **Get Registered**. **Allow a minimum of two weeks for this multi-step, one-time process.** **If your organization already has registered, renew your registration with CCR at **Update or Renew Registration** and verify that your registration with Grants.gov is current.**

If you have problems with registration:

- CCR Assistance Center: call 1-888-227-2423, send a message through the Web site at www.ccr.gov, or see the information posted on the CCR Web site at **Help**.
- Grants.gov Contact Center: call 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at **Applicant Help**. The Contact Center is available 24 hours a day, seven days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need

your Grants.gov Username and Password that you obtain in the final step of the registration process to submit your application.

Download the Application Package

1. Verify your software.

You must have a version of Adobe Reader that is supported by Grants.gov (a small, free software program) installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

Please go to "**Download Software**" to see the compatible versions of Adobe Reader and, where necessary, to download and install the appropriate Adobe Reader software.

2. Access the application package on Grants.gov by clicking on the link below:

DOWNLOAD

[Funding Opportunity Number: NEAPS1004]

Download the application package and follow the instructions below. It is not necessary to download the instructions from Grants.gov as **you will merely be directed back to** the instructions in this document.

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form and **save the application package to a location on your computer or network where you can find it readily.** Save your application each time that you work on it. You will get the message: "The File already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version.
4. In the "**Mandatory Documents**" box, you will see three forms. You must move these forms to the "**Mandatory Documents for Submission**" box before you can open them. Once moved, the three forms merge into a single document. You can access each form by clicking on it to highlight it and then clicking on the "**Open Form**" box OR you can scroll down your screen and you will come to each form in succession.

The Three Mandatory Forms are:

- Application for Federal Domestic Assistance/Short Organizational Form (SF-424): This form asks for basic information about your organization and project. Instructions for completing this form begin on page 14.

- Project/Performance Site Location(s) Form: This form collects information about the primary site location where the project will be performed. Instructions for completing this form begin on page 16.
- Attachments Form: This is not a form in the conventional sense, but rather a place to attach everything that is required for your proposal. Instructions for completing this form begin on page 16.

Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, click the "**Save & Submit**" button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration.** (REMINDER: You must have successfully completed the registration process in order to receive your Grants.gov Username and Password.)
3. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**

If you have difficulty submitting, go to **Adobe Reader Error Messages** or **Applicant Resources** for several tools and documents to help you.

4. Ensure that your application was validated and accepted by the Grants.gov system. Go to **Track Your Application** to track the validation and progress of your application submission through Grants.gov. After the Arts Endowment retrieves your application from Grants.gov, log in to the Grants.gov system by using your Username and Password to receive your Agency Tracking Number (this will be the Arts Endowment-assigned application number).

Instructions for the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

1. Name of Federal Agency: Pre-populated.
2. Catalog of Federal Domestic Assistance Number: Pre-populated.
3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.
4. Funding Opportunity Number: Pre-populated.
5. Applicant Information:

a. Legal Name: Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe.

b. Address:

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, enter your **full 9-digit zip code**. (You may look it up at www.usps.com/zip4/.)

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the CCR (Central Contractor Registration) as part of the Grants.gov registration or your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your two-digit state/territory abbreviation and "-000." If you need help, visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter "Project 20/20."

b. Project Description: Provide a two or three sentence summary description.

c. Proposed Project Start Date/End Date: Enter a start date of September 1, 2010, and an end date of September 30, 2011.

7. Project Director:

Provide the requested information for the Project Director. Please leave the Social Security Number box blank. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any Cooperative Agreement that may be awarded. Please leave the Social Security Number box blank. Select a Prefix even though this is not a required field.

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the "**Assurance of Compliance**" section.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Instructions for the Project/Performance Site Location(s) Form

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

This form collects information about the primary site, as well as additional sites, where the project will be performed. While activities under this award will eventually take place at a variety of locations, for the purposes of this form, please enter just the address of the applicant organization.

For the Project/Performance Site Congressional District:

Use the following format: 2 character State Abbreviation-3 character District Number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." If the project directly impacts all districts in a state, enter "all" for the district number. For example: "MD-all" for all Congressional districts in Maryland. If nationwide (all districts in all states), enter "US-all." If your state has a single At-Large Representative or your territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If the project is outside the U.S., enter "00-000." If you need help determining a district, go to www.house.gov and use the "Find Your Representative" tool.

How to Use the Attachments Form

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer. Several important points:

1. Most of these attachments are documents (e.g., narratives) that you will develop in accordance with the instructions provided. Attachment 4 is a fillable form; you will find a link to it.
2. For documents that you develop, label pages clearly with the name of the item (e.g., Narrative) and your organization's legal name. Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially.
3. **Your non-form documents must be submitted as PDF (portable document format) files.** These documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to [PDF Conversion Programs](#). No attachment should be more than 2 MB.

4. Name your files as indicated below and attach them in the proper order.

Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it. The information that you provide will be reviewed in accordance with the Review Criteria for this project.

ATTACHMENT 1: To this button, attach a **one-page Organizational Background statement**. The file name should indicate the name of your organization or a recognizable acronym followed by "OrgBackground.pdf" (e.g., "ABCOrgBackground.pdf"). Provide:

- Date organization was incorporated, if applicable.
- Mission/purpose of your organization.
- An overview of your organization's activities.
- Some specific examples of previous activities that demonstrate your organization's ability to carry out this project.
- A description of the community/region/audience that you serve.

ATTACHMENT 2: To this button attach an **Application Narrative of no more than six pages**. (Excess pages will be removed and not be reviewed.) The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative"). Please organize your response a), b), c), etc. and use the boldfaced language below as a heading for each item. Address your preliminary plans for:

- a) **Implementing *Project: 20/20*** in the U.S. and abroad.
- b) **A launch and orientation event** for new filmmakers and U.S. presenters.
- c) **A media and public information strategy** to increase awareness of and audiences for *Project: 20/20*.
- d) **Soliciting recommendations on films and filmmakers** for subsequent cycles of *Project: 20/20*.
- e) **Documenting and evaluating *Project: 20/20***.

ATTACHMENT 3: To this button, attach brief bios (at least two per page) for the key personnel to be involved in the project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

ATTACHMENT 4: To this button, attach the completed Project Budget Form, Pages 1 and 2.

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The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

ATTACHMENT 5: To this button, attach any additional supporting information that you think necessary. (Optional) The file name should indicate the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.

If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.